

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 4192

**TITLE:** POLICE CITIZEN AIDE II

**GRADE:** P-15

**DEFINITION:**

Under supervision, performs responsible specialized administrative tasks pertaining to police communications and facility security duties in such work environments as police headquarters offices and police district stations; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This is the full-performance level of police citizen aide work. Positions in this class are assigned to operations or administration entities in the Police Department, such as district stations, the Criminal Investigation Bureau, Court Liaison, or Central Records.

**ILLUSTRATIVE DUTIES:**

On a rotating shift basis, processes warrants, verifies data for requesting personas and prepares supplements to warrants;

Contacts police departments, local and out-of-state, concerning outstanding warrants;

Responds to front desk inquiries by retrieving case records, etc., in an expeditious manner;

Maintains security and safety of station and property or evidence received;

Maintains record of runaways, juvenile detention papers, and escape warrants from mental institutions;

Responds to telephone callers and walk-in clients at the police station;

Responds to Teletype messages from Public Safety Communications Center concerning complaints or incidents;

Maintains accounts on station supplies;

Makes inspections of station facilities;

Distributes incoming correspondence to appropriate personnel;

Accesses, queries, and updates various automated information systems to obtain necessary data requested by law enforcement personnel;

Composes and completes routine correspondence, special reports and documents, including search warrants and affidavits.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of office procedures, General Orders, and Report Writing Manual;

Skill in using a personal computer, applicable software, and peripheral equipment;

Ability to exercise tact, good judgement, and initiative;

Ability to act quickly and decisively during emergencies;

Ability to speak and write clearly and concisely;

Ability to keep records and write reports;

Ability to establish and maintain effective relationships with the public and fellow employees;

Ability to type at 45 words per minute (WPM) may be needed for certain assignments;

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Ability to perform basic mathematical calculations;  
Ability to work effectively under minimal direct supervision.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following;  
Graduation from high school or possession of a G.E.D. issued by a state department of education;  
PLUS

Two years of experience performing clerical and/or police communications work, including one year of experience equivalent to Police Citizen Aide I.

**CERTIFICATES AND LICENSES REQUIRED:**

If assigned to the Criminal Investigations Bureau, successful completion of the Fraud Investigations Seminar.

**NECESSARY SPECIAL REQUIREMENTS:**

Must successfully complete a criminal history background investigation before appointment.

**REVISED:** June 5, 2000